

This screen is used to display, add or modify a specific client's special needs and disabilities for service and placement matching. A special need sub-code can be selected to further specify the selected code. For those special needs codes that require it, unless the "clinically diagnosed and documented" question can be answered with a "Y", that code cannot be added to the screen.

**Field Descriptions** (F12) indicates code lookup is available.

Enter the CAPS ID of the client you wish to add or view special needs information for.

This field will display the name of the client whose ID is entered in the CAPS ID field.

Enter an "A" to add special needs details, enter an "M" to modify special needs details or enter a "D" to delete special needs details.

Enter the appropriate special need code for the client.

#### *DESCRIPTION*

This field will display the description of the selected special need code.

#### *SUB (F12)*

Enter the appropriate special need sub-code. The list of codes that will display is based on the special need code entered in the CD field. For example, if EMD (Emotionally Disturbed) is entered in the CD field, the SUB field will only display sub-codes related to “emotionally disturbed.” Entering a sub-code is optional.

#### *DESCRIPTION*

This field will display the description of the selected special need sub-code.

#### *CLINIC DIAG & DOCMT?*

Certain special need codes and special need sub-codes require clinical diagnosis and documentation. If the special need has been clinically diagnosed, enter “Y”. If you cannot answer “Y” for those special needs requiring clinical diagnosis and documentation, you cannot add the special need.

#### **Additional Information**

When the clinically diagnosed and documented flag is marked with a “Y”, an alert will automatically be sent to the SSI Unit in Central Office so they may initiate SSI eligibility determination.